



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

CHRISTOPHER S. PORRINO
ACTING ATTORNEY GENERAL

KIM GUADAGNO
LT. GOVERNOR

JENNIFER E. FRADEL
ADMINISTRATOR

July 15, 2016
NOTICE OF JOB VACANCY
#16-170

An opportunity currently exists in the classified career service with the Department of Law and Public Safety, Office of the Attorney General, Office of Equal Employment Opportunity, for permanent State employees in the competitive division who meet the below requirements:

TITLE: Secretarial Assistant 1 (Non-Stenographic)

SALARY: \$49,263.43 - \$69,662.11

LOCATION: Office of Equal Employment Opportunity
Station Plaza, Building 4
22 South Clinton Ave.
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DESCRIPTION: The Office of Equal Employment Opportunity is seeking a highly motivated individual who is interested in being part of a team working to address and prevent discrimination in the workplace. As a Secretarial Assistant 1, you will work under the direction of the Director/ Deputy Director of the Attorney General's Office of Equal Employment Opportunity to coordinate office operations. This position supports the office in a broad range of responsibilities and activities. You will perform the following functions:

- Review contents of complaint intake forms and interview summaries to make appropriate assignment to staff; track and monitor completion of intakes by staff
- Review and extrapolate pertinent information from complaint intake forms and interview summaries regarding bases of complaints, allegations, relevant parties, etc. for use in reports and case tracking applications
- Assemble relevant material and prepare monthly status reports tracking the progress of case matters for use by Director/Deputy Director
- Assure the adequacy and completeness of documents prepared or produced by the Office of EEO including confidential EEO determinations
- Assist in developing or revising office procedures, practices and forms
- Prepare and maintain EEO file documents and may be responsible for modifying filing practices including use of electronic rather than paper records
- Attend and participate in meetings and may take minutes or notes and perform follow-up activities
- Serve as receiver of mail correspondence for the unit. Opens or reviews correspondence and determines proper disposition
- Make necessary arrangements for travel, conferences and speaking engagements
- Maintain mailing/email lists for Division EEO and ADA coordinators and coordinate quarterly meetings.

***The duties of this position require the ability to use tact and discretion to maintain confidentiality of the office operations.**

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to office procedures, word processing and business English.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume with three (3) professional references before the closing date of **August 4, 2016** to:

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081 - Trenton, NJ 08625-0085
or via email: LPS.Humanresources@lps.state.nj.us

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

